

Notice and Motion to Sell Free and Clear of Liens (LBF #760.5)

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
 - Click **Next**.
- STEP 4.** Select **Notice and Motion to Sell Free and Clear of Liens (Requires LBF #760.5)** from the event list.
- Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** Confirm the case number and debtor(s)' names are correct.
- Click **Next**.
- STEP 7.** **Is Filer a U.S. Govt Agency or Child Support Creditor** question displays.
- Respond to the question as appropriate. (Defaults to No.)
 - Click **Next**.
- STEP 8.** The hearing information screen displays.
- Insert the **Hearing Date:**, **Hearing Time:**.
 - Select the correct **Location** for the hearing by using the drop down list.
 - Click **Next**.

STEP 9. If filer is an Attorney, **Have you attached a Certificate of Service to your Notice?** question displays. If filer is a Trustee, the question does not display as the Court will serve the Notice.

- If yes, skip to Step 10.
- If no, you can not proceed and **You must serve the Notice and attach a Certificate of Service** reminder displays.

STEP 9. Click **Browse** to select the appropriate PDF to attach.

- Click Next

STEP 10. The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop-down list to select any additional information that may be required to complete the docket text and/or use the free text box (up to 30 characters) to add important information or leave both blank.
- Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- Click **Next**.

STEP 12. If you answered **No** in **STEP 7**, the **Summary of current charges** window displays over the top of the **Notice of Electronic Filing**.

- Click **Pay Now** to pay all fees due to the court.
- Click **Continue Filing** to file another case or document.